

***State of Washington
Department of Transportation
Notice to Consultants
Washington State Ferries Safety Training***

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered for development and delivery of first aid training courses for Washington State Ferries (WSF). The approximate dollar value of the consultant agreement will be sixty-five thousand dollars (\$65,000).

Project Description

WSF requires designated personnel to receive STCW approved Elementary First Aid and WISHA approved Basic First Aid courses.

WSF also requires delivery of Advanced First Aid courses that are customized to specific WSF equipment and applications are required of designated personnel. Currently, the advanced course requires 24 hours of instruction supplemented with 8 hours of refresher training provided every two years.

Consultant will develop and deliver these courses utilizing hands-on, experiential-based, interactive instruction using adult learning models.

Sufficient pool of instructors must be provided to ensure the following:

- Classes can be scheduled and delivered any day of the week;
- Class times may start and end at any hour within a 24-hour day;
- Classes can be delivered at multiple venues throughout the greater Puget Sound area;
- Multiple class sessions can be scheduled on the same day at different locations with minimal advanced notification.

Evaluation Criteria

Pursuant to state and federal regulations, a qualifications-based selection process will be used to select a consultant for each of these projects. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Firm's Project Management System (Prime Consultant Only);
5. Project Delivery Approach;
6. References/Past Performances (Prime Consultant Only); and
7. Cost Factors (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

NOTE: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated on a scale of 0 (Low) to 20 (High.)

Submittals

Consultants are invited to submit their Statement of Qualifications at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point.

Your Statement of Qualifications must be broken into two (2) separate packets. Your Statement of Qualifications "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5.

Your Statement of Qualifications "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 and 7; and
- Your Submittal Information Packet forms.

The page limitation does not apply to the front and back covers of "Packet A" and all of "Packet B."

The Statement of Qualifications shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the Request for Qualifications and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- Statement of Qualifications broken into "Packet A" and "Packet B" as indicated above;
- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date.

Materials submitted in response to this competitive procurement shall become the property of WSDOT and will not be returned. All submittals received will remain confidential until WSDOT and the successful Consultants sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in the RCW 42.17.250 to 42.250.340.

Faxed or e-mailed submittals will not be accepted. Four (4) copies of your "Packet A" and one (1) copy of "Packet B", whether mailed or hand-delivered, must arrive at the following address no later than 5:00 pm on Tuesday, April 18, 2006:

Director, Consultant Services
Washington State Department of Transportation
7345 Linderson Way SW
Tumwater, WA 98501-6504

Any questions regarding the submittal process should be directed to the Consultant Services Office, at 360-705-7106.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.

Dates of publication in the Seattle Daily Journal of Commerce: Tuesday, March 14, 2006, and Tuesday, March 21, 2006.

Submittal Due Date: Tuesday, April 18, 2006.